

WIC Administrative Contract Packet for FFY 2015

Introduction	Complete Worksheet 1 and 2. The FFY15 funds provided will be for the period of October 1, 2014 through September 30, 2015.
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Background	<p>Funds for local programs are from the US Department of Agriculture, distributed through the Department of Public Health and Human Services. Each year local program budget allocations are based on an estimated federal grant. Final federal grant awards are not known until 3 to 4 months after contracts are initiated. Once notice is received of the final grant award, local program budgets may need to be adjusted accordingly.</p> <p>Local program budget allocations are based on served caseload. Caseload is based on an average of actual participants served during April 1, 2013 thru March 30, 2014. Caseload base funding is set at a flat rate per participant.</p>
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Documents	<p>If claiming Indirect, an indirect plan must be submitted to the Department for pre-approval. If using contract services, submit copy of contract(s).</p> <p>Contracts cannot be finalized until these requirements have been met.</p>
Deadline	Contract Packet must be submitted to the State office no later than July 1, 2014.
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<u>Worksheet 1</u>	WIC Personnel Services
Salaries	Include salaries for all personnel performing work for WIC; remember to allow for pay raises. If you anticipate hiring someone within the contract year, include his or her total FTE and list as vacant or new. Whenever possible, consider using volunteers to assist your office or sharing arrangements with adjacent counties in order to save money.

Continued on next page

Benefits

Benefits include payroll taxes, insurance and other items specific to your agency.

Indirect

If claiming Indirect attach a copy of the Indirect Plan for DPHHS approval. **The Indirect Plan must be approved before the contract can be finalized.**

Contracted Services

If contracted services (e.g. Registered Dietician, CPA) are used, a copy of each contract must be submitted to the State WIC office by November 15, 2014.

Instructions

Follow the steps below to properly complete the WIC Personnel Services Form - **Worksheet 1**.

Step	Action
1	Enter Agency/Clinic name.
2	Enter employee names.
3	Enter official job title and specific 'WIC Title' of CPA, AIDE, RD or OTHER.
4	Determine employee's full-time equivalent (FTE). Standard hours for 1.0 FTE are 2080 hours, .50 FTE is 1040 hours, and .25 FTE is 520 hours.
5	Enter employee's hourly wage, annual salary and annual benefits.
6	Enter total salary and benefits for each employee.
7	Calculate cumulative totals for salaries and benefits.
8	Indicate if claiming Indirect; Attached Indirect Plan if applicable.
9	Enter RD status; Attached copy of contract if applicable.

Worksheet 2**Contact Information**

Contact Information

- Agency Name,
- Contractor - signatory name and title, address, phone, fax, federal identification number and email;
- Contract Liaison- name and title, address, phone, fax and email;

- Financial Reporter- name and title, address, phone, fax and email;
 - Lead Public Health Official- name and title, address, phone, fax and email;
 - WIC Director- name and title, address, phone, fax and email;
 - Breastfeeding Coordinator- name and title, address, phone, fax and email;
 - WIC Training Coordinator- name and title, address, phone, fax and email;
 - Local Agency Retail Coordinator (LARC)- name and title, address, phone, fax and email; and
 - Registered Dietician- name and title, address, phone, fax and email.
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- Main Clinic Information- address, phone, fax, email and days/hours of operation; and
 - Satellite/Outlying Clinic Information- address, phone and days/hours of operation.
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IMPORTANT: Preparer of Contract Packet must sign final page of Contract Packet (worksheet 2) prior to submitting to state.

**Contract
Packet
Submittal**

Ensure the following is included when returning Contract Packet:

- 1) Worksheet 1- WIC Personnel Services;
- 2) Worksheet 2 – Contact Information, signed and dated;
- 3) Indirect Plan for Department Approval, if applicable.

Submit by July 1, 2014 to:

DPHHS Nutrition Section/WIC, PO Box 202951, Helena, MT 59620-2951